

### **Museum Guide and Caretaker - Seasonal**

Blaine County has openings in the Blaine County Museum Department for a Museum Guide and Caretaker - Seasonal. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3<sup>rd</sup> floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at [www.blainecounty-mt.gov](http://www.blainecounty-mt.gov). All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office. **POSITION OPEN UNTIL FILLED.**

Blaine County is an Equal Opportunity Employer.

## **BLAINE COUNTY POSITION DESCRIPTION**

**POSITION:** Museum Guide & Caretaker - Seasonal

**DEPARTMENT:** Blaine County Museum

**ACCOUNTABLE TO:** Blaine County Museum Director

**SUMMARY OF WORK:** To greet and orient museum visitors, and convey information about NPS site Bear Paw Battlefield, its history, and operation. Be prepared to answer questions about Blaine County, the Museum, the exhibits, and Bear Paw Battlefield. Must be able to operate video equipment, act as a salesclerk and do light housekeeping daily.

### **JOB CHARACTERISTICS:**

- Must be available to work weekends, some weekdays, and holidays.
- Must be able to work well with co-workers and the public.
- Must maintain a professional image with the public.
- Will provide a pleasant customer experience by greeting visitors, answering phone calls and questions.
- Will monitor visitors while they look and observe the Museum's displays and ensure visitors comply with the Museum's rules.
- Must be able to handle cash and make change.
- Must take written and oral direction from the Blaine County Curator and complete any job or task you may be assigned in a timely fashion.
- Some simple projects related to the museum collection may be assigned, in which case data entry skills and proper handling of museum artifacts will be necessary.

### **REQUIRED KNOWLEDGE AND SKILLS:**

- Have an interest in history.

- Should have an enjoyment and enthusiasm for meeting and talking to visitors.
- Must be prepared to approach visitors diplomatically when they violate Museum rules.
- Good communication skills and an outgoing personality.
- Will work some Sundays – 9 a.m. – 5 p.m.
- Museum Guide & Caretaker – Seasonal Employee will work a minimum of 13-22 hours/week.
- Duration: Memorial Day 2022 – October 2<sup>nd</sup>, 2022

**PHYSICAL REQUIRMENTS:**

Sitting, standing, walking, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, and occasionally lifting/carrying up to 25 lbs.

**Museum Guide and Caretaker - Seasonal  
Position Fact Sheet**

Work Week:	Will work 13-22 Hours/Week - Work week will be set at the discretion of the Supervisor. Will work some Sundays.
Dates of Employment:	Memorial Day to October 2 <sup>nd</sup>
Salary:	\$15.00 per hour
Vacation Leave:	Employee earns 10 hours per month (eligible for use after 180 days of continuous employment)
Sick Leave:	Employee earns 8 hours per month (eligible for use after 90 days of continuous employment)
Probationary Period:	6 months

\*\*\*Health Insurance, Dental & Vision Insurance and Retirement are not available for Seasonal Employees.